

How to Register Team Members, Substitutes and Scorers for Winter League 2024

Log on to the DLTC website, www.dltc.net and click on the DLTC Directory tab from the menu on the left hand side.

DLMs should select “*Click here to login to the DLTC Directory*” and then select “*Sign in*” (top right-hand corner of screen). Enter username and password.

Click on **Club** and then **Team Selection**. Select League you wish to work on, from list in left hand side of screen. This will display the teams which have been entered by your club for Winter League 2024 and details of the Classes and Sections in which they will be playing. Access to Substitutes and Scorers for your club for this League will also be available here.

To select players on teams, select blue “**show**” button to the right of each team number. Input the names of the players you wish to select for each position on the team, e.g. 1st doubles etc. When you have input the 6 names on the team, progress on to the 2nd team and subsequent teams as necessary.

If you make an error, you can remove a player by hovering over the relevant player’s name and selecting the blue button to the left of the player’s name. This will automatically move the player to the substitutes list.

Please note that teams must be selected in full, **before** working on the Substitutes listing.

You are now ready to work on your listing of substitutes. Click on the blue “**show**” button to the right of Substitutes. Then click on “**Populate with valid subs**”. The substitutes will be listed in Alphabetical Order.

Please remove from your subs listing (by clicking on red button to right of player name)

- Any player who is no longer a member of your Club.
- Any member who is not eligible to play in this League. See Winter League Rule 1-Eligibility – Age Categories.

The remaining players must all now be given a **Lowest Class designation** as appropriate for **Winter** League, i.e Class 1, 2, 3 etc. Please take particular care to assign the correct lowest class designation to all of your substitutes. Please note that if your lowest team is in, for example, Class 4 then none of your substitutes should have a lowest class designation lower than Class 4.

To designate the correct “lowest class” to a player, you should ask yourself “if this player was selected on a team, which team would they be on?” The Class in which this team is playing, should correspond to the “lowest class” designation assigned to this player. In other words, the “lowest class” designation is determined relative to the standard of the players nominated on teams. It is NOT the class/teams that the DLM/Club Captain would like this player eligible/available to sub for.

Scorers’ names (that is players who will be entering match results) for this League should now be input, where indicated at bottom of screen. Scorers must have a valid username and password to access results area of DLTC Directory.

When input of Lowest Classes is complete, the teams and substitutes listing must be printed for **full checking** by a second person, to ensure all details are accurate and complete. The print buttons are at the bottom of the screen underneath the Scorers.

When checking is complete, please click on the “**Submit teams / subs / scorers**” button

Please make sure to “**Print Teams and Print Subs**” listings so you have a record of exactly what has been submitted to the DLTC.

Nominated Teams and registered Substitutes for Winter League 2024 must be submitted online to DLTC by 23.59 on Tuesday, 16th January 2024.

No additions or amendments will be allowed after submission.